BACKGROUND: Scope notes generally serve to limit the scope of an authorized term as used in the catalog, thereby helping readers to determine the extent to which the term reflects the material they seek, and making it possible for catalogers to maintain consistency in the way terms are assigned. Scope notes are especially useful for terms that represent new concepts or that employ terminology not yet firmly established in the language. Catalogers are encouraged to be generous in providing scope notes when proposing new terms of this type, while also being mindful that scope notes supersede cataloger's judgment and may therefore be unduly limiting if provided for terms that are generally understood.   This instruction sheet describes the types of scope notes used in LCGFT and the procedures for submitting proposals to add scope notes to new or existing genre/form terms.

1. Types of scope notes.

a. A single term defined without reference to any other authorized term. This type of note is required in situations where various reference works consulted in doing research fail to agree, and usage does not offer a sufficiently precise definition. It is also necessary when the meaning of the term is potentially ambiguous or obscure. *Examples:*

```
By-laws
     Rules or administrative provisions adopted by an organization for
its internal governance and its external dealings

Cameraless animation films
     Films created by drawing, painting, or scratching the images directly
on film stock.
```

This type of note may also be included if the note will serve a useful purpose.

b. A single authorized term described with reference to more specific terms. This type of note is used in those occasional situations where it is necessary to state explicitly that the term in question is used in its most general sense, and that more specific sub-types of this genre or form may be found under more specific terms. Notes of this type are used only on terms at the highest level of hierarchy. *Example:*

```
Literature
     Collections of literary works that are composed of multiple genres
and/or forms to which more specific terms such as Lyric poetry or Science
fiction cannot be applied.
```

1. Types of scope notes. *(Continued)*

c. Two or more closely related or overlapping terms. This type of note provides contrasting information regarding the scope and usage of superficially similar authorized terms. When one authorized term is defined or described with reference to one or more other authorized terms, reciprocal notes are provided under all other terms to which the original note refers. The wording of the reciprocal note is a mirror image of that of the original note, and the two notes should be composed using the following format:

[Description of Term A]. For [description of Term B] see [Term B].

Examples:

Aerial photographs
    Photographs taken from the air. For representations of cities or landscapes portrayed as if viewed from above see Aerial views.

Aerial views
    Representations of cities or landscapes portrayed as if viewed from above. For photographs taken from the air see Aerial photographs.

2. Wording and style of scope notes. Scope notes should convey essential information as briefly, succinctly, and straightforwardly as possible. *Examples:*

Camp songs
Songs sung at youth camps or other youth organization activities or programs.

Instead of...

Camp songs
Songs sung at youth camps, or sung by children and youth as part of other youth organization activities or programs.

2. Wording and style of scope notes. (Continued)

Fairy tales
Short simple folk narratives that are usually intended for children and that feature fantastic forces and magical beings.

    Instead of...

Fairy tales
Short simple narratives often of folk origin and usually intended for children, involving fantastic forces and magical beings such as dragons, elves, fairies, goblins, witches, and wizards.

Farces
Comedy plays characterized by improbable situations, physical antics, fast-moving action, and stock characters.

    Instead of...

Farces
Comedies that entertain the audience by means of unlikely, extravagant, and improbable situations, disguise and mistaken identity, verbal humor of varying degrees of sophistication, which may include word play, and a fast-paced plot whose speed usually increases, culminating in an ending which often involves an elaborate chase scene.

2. Subject example tracing note. Provide a "subject example tracing note" for each term described in contrast to the other, or used as an example, in a scope note.   This note indicates in which authority records a term is mentioned, and is used to maintain LCGFT. See J 107 for examples of the note in MARC 21 format. *Examples:*

Cartographic materials
  Collections of cartographic materials that are composed of multiple genres and/or forms to which more specific headings such as Pictorial maps or Globes cannot be applied.

Globes
  Example under: Cartographic materials

Pictorial maps
  Example under: Cartographic materials

2. Subject example tracing note. (Continued)

```
Administrative decisions
  Decisions and opinions of administrative agencies. For reported and
unreported court decisions, opinions, judgments, etc., see Court decisions
and opinions.
  Note under: Court decisions and opinions


Court decisions and opinions
  Reported and unreported court decisions, opinions, judgments, etc. For
decisions of administrative courts see Administrative decisions.
  Note under: Administrative decisions
```

3. Proposing a scope note for a new term being established. See J 140.

4. Adding a scope note to an existing term or changing an existing scope note. See J 135.